

**Rental Application for Maine Prairie Township Town Hall**  
**7551 Dellwood Road, Kimball, MN 55353**

Applications must be submitted to the town clerk at least 14 days before the event along with a \$ \_\_\_\_\_ rental fee.

Date of the Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

**Applicant Information:**

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

\_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Residency.** Is the applicant a resident of the Town? \_\_\_\_ Yes \_\_\_\_ No

**Rental Hours:** Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

**Set-up and Clean-up Times.** Applicant may request additional time to set-up for the event or to clean-up after the event.

Set-up Date & Times: \_\_\_\_\_ Clean-up Date & Times: \_\_\_\_\_

**Important:** The Town prohibits consumption of alcohol in the Hall or on the Grounds. Evidence of alcohol consumption will result in forfeiture of damage deposit.

**Insurance.** Applicant may be required to provide proof of liability insurance before the event in an amount determined by the Town.

**Rental Fees & Damage Deposit.** A Rental Fee and a damage deposit, if required, must be paid to the Town at least 14 days before the event or this application is void. The applicable fees are those as set by the Town in its Township Hall Rental Policy.

Applicant understands and agrees that if its application is approved, applicant is fully responsible for the event and is subject to the terms and conditions of the Township Hall Rental Policy.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Town Use Only**

Application approved? \_\_\_\_ Yes \_\_\_\_ No. If "No", the reason(s) for the denial:

The approval is conditioned upon the following modifications, limitations or additional requirements (if any):

Fees: Rental Fee: \$ \_\_\_\_\_ Damage Deposit (if required): \$ \_\_\_\_\_

For the Town: \_\_\_\_\_  
Printed Name Signature Date